Room View Calendar

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Room View displays a single day's class schedule by room (defaults to the current date), and can be accessed from the following locations:

- ⭐ Available on every Jackrabbit page (top right), click the 🗓 Calendar link and click the **Room View** (button).
- ⭐ On the *Executive Dashboard*, click the blue *Weekly Calendar* (button), and click the **Room View** (button).
- ⭐ Under the *Classes (menu) > All Classes*, click the **Filtered Calendar** (icon) 📅 and select **By Room** from the drop-down list.

- The first column defaults to *No Room*. Any class not assigned to a room on the date searched will display in this column.

- Check *Show Students on Hover* to open the class, view the students, enroll existing students, and register new students from the calendar.
- Class colors are shown by Category 1 and are selected when the Category 1 drop-down lists are created (*Gear icon > Settings > General > Drop-down Lists).*